

SCHEDULE A
Form 2
(Subsection 8[1])
ESTIMATE OF COSTS

In accordance with subsection 82(2) of *The Freedom of Information and Protection of Privacy Act*, you are being advised by this estimate that there is a fee payable for responding to your request for access to records. The estimate is as follows, based on charges authorized under sections 4 and 6 of the *Access and Privacy Regulation*:

REQUEST FOR ACCESS NUMBER: _____	
Search and Preparation Fee:	
Time in excess of two hours	_____ hours
Estimated cost (at \$15.00 each half-hour)	\$ _____
Computer Programming and Data Processing Fee:	
• Internal work	
Time estimate	_____ minutes
Estimated cost (at \$10.00 each 15 minutes)	\$ _____
• External Work	
Estimated cost (at actual cost)	\$ _____
Total of estimated costs . . . \$ _____	
Please note: There is generally an additional charge for obtaining copies. A refund will be made if access to every record requested is refused, or if the actual cost is less than this estimate.	

Signed:

(Access and Privacy Officer)

Name of Public Body: _____

Address: _____

Date: _____

Please indicate your willingness to proceed by signing below and returning a copy of this form with a cheque payable to _____. Applicants have up to 30 days from the date the estimate is given to indicate if it is accepted or to modify the request in order to change the amount of the fees. After this period, the request would be considered to be abandoned. We will notify you when the records are ready.

Applicant's Signature: _____	Date: _____
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